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**MMARS Policy: Payroll**

**Issue Date: July 1, 2004**

**Date Last Revised: November 1, 2006**

## **Mandatory and Voluntary Deductions: Commonwealth of Massachusetts Employee Charitable Campaign (COMECC)**

### **Executive Summary**

The Commonwealth of Massachusetts Employees Charitable Campaign (COMECC) is one authorized annual payroll deduction workplace solicitation. It affords Commonwealth employees the opportunity to support hundreds of private, nonprofit health, human services and environmental organizations that provide services to millions of people in Massachusetts and around the world.

Employees may make a pledge of any amount and have it deducted from their pay as a voluntary post-tax deduction. Employees have the choice of designating all or part of their gift to a particular agency or federation.

### **Considerations**

This policy applies to all Commonwealth Branches and Departments.

### **Policy**

Authorization for COMECC deductions may be terminated by the employee in the next available payroll cycle upon sending written notification to his/her payroll unit.

### **COMECC Deductions:**

- Are administered by the Executive Office of Administration and Finance;
- Are available through an employee's payroll office;
- Are offered to all Commonwealth employees;
- Require a COMECC Deduction Form;
- Are deducted in every biweekly pay period; and
- Are available on a voluntary post-tax basis.

## **Internal Controls**

### **Information Sources**

- Related Procedure – None
- Legal Authority
  - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
  - Massachusetts General Laws, Chapter 180, Section 17B
- Attachments - None
- Links - None
- [Contacts – CTR Help Desk](#)
  
- **November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.